1			WAGANAKISING ODAWAK STATUTE 2014		
2	TRIBAL GOVERNMENT HUMAN RESOURCES DEPARTMENT				
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5	SECTI	ON I.	PURPOSE		
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7	The purpose of this Statute is hereby enacted to establish the Human Resources				
8	Departi	ment within th	e Little Traverse Bay Bands of Odawa Indians government that is		
9	respons	sible to provid	e equal and fair employment practices directly to the Executive, Legislative,		
10	Election	n Board and J	udicial Branches of government personnel as well as the Office of the		
11	Prosecu	itor.			
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14	SECTI	ON II.	DEFINITIONS		
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16	A.	"Cultural" me	eans cultural aspects of the Odawa history, spirituality, traditions, arts and		
17	crafts,	values and ma	annerisms.		
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19 B.		"Department	" means Human Resources Department.		
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21 C.		"Director" me	eans the Human Resources Department Director.		
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23 D.		"LTBB" or T	ribe" means the Little Traverse Bay Bands of Odawa Indians.		
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26	SECTI	ION III.	CREA <mark>TI</mark> ON OF THE DEPARTMENT		
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28	A.	Pursuant to A	rticle VII (D) (22) of the Tribal Constitution the Tribal Council shall have		
29	the power to: "Approve the creation or dissolution of Executive divisions or departments to				
30	promote and protect the peace, health, safety, education, and general welfare, including but not				
31	limited to cultural and natural resources, of the Little Traverse Bay Bands of Odawa Indians and				
32	its members".				
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34	В.	The Tribal Co	ouncil hereby approves the creation of the Human Resources Department		

1 2	within the Executive Branch of government.				
3	SECTION IV. Appropriations Authorized				
4	ippropriations raunorized				
5	The Executive shall present Tribal Council with a budget necessary to implement this				
6	statute.				
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9	SECTION V. STAFFING				
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11	A. If appropriate, the Department shall begin operations with currently employed LTBB				
12	staff as designated by the Executive.				
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14	B. Indian Preference in Employment shall apply.				
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17	SECTION VI. AUTHORITIES AND DUTIES				
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19	A. The Department shall have the following duties:				
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21	1. Follow law, regulations, and Tribal Council approved policies.				
2223	2. Assist governmental Branches in the hiring, review and disciplinary actions of				
24	employees.				
25	chiployees.				
26	3. Survey and assess employee's skills and needs to coordinate government-wide				
27	trainings. Assist employees in developing a career plan and identify training				
28	opportunities.				
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30	4. Promote employment opportunities for Tribal Citizens within LTBB's				
31	reservation.				
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33	a. Survey Tribal Citizens to determine education, experience and skills to				
34	outreach and promote employment opportunities.				

	b. Develop and establish a data base of Tribal Citizen candidate applications and
	resumes for future employment opportunities.
	c. Create and establish employment partnerships with local businesses and
	organizations.
	d. Create a mentoring program for secession planning.
5.	Develop and maintain an Administrative Procedural Manual that defines employer-
	employee relationships, setting employer expectations to limit employer liability and
	creates consistent decision making in the workplace for the tribal government.
6.	Coordinate and provide Cultural Trainings for employees.
SECT	TION VII. ADMINISTRATIVE PROCEDURES REQUIRED
	The Executive shall submit such Administrative Procedures to the Tribal Council for
	val within one-hundred twenty (120) days in accordance with the Administrative
	dures Act 2008-001, or as amended and shall include processes for implementing all Fair
•	byment Statutes, Resolutions, Regulations, Policies and amendments thereto in order to
-	the implementation of this statute by defining how the department will implement the
daily a	activities such as procedures and forms including but not limited to the following:
A.	Facilitate a process and supportive services for addressing the needs of the employees
	and management that develops positive working relationships.
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В.	Employment Records Management System.
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C.	Provisions of Employment that includes but not limited to:
	1. Job Descriptions;
	2. Recruiting;
	3. Classification and Compensation System for Hourly and Salary;
	4. Applicant Register;
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1	5.	Selection Process/Conducting Interviews / Making Job Offers;	
2	6.	Employment of Minors;	
3	7.	Grant Funded Employees;	
4	8.	Rehired and Reinstated Employees;	
5	9.	Employment of Immediate Family;	
6	10.	Employee Processing including References and Criminal Background Checks;	
7	11.	Probationary Status;	
8	12.	Provisions for Disabilities;	
9	13.	Moving Expense Reimbursements;	
10	14.	Assignments/Transfers/Promotions/Demotions;	
11	15.	General Work Schedules and Schedule Changes;	
12	16.	Comprehensive Employment and Training Program to include Training Program	
13		for Temporary Workers;	
14	17.	Classification of Class-1 General Delivery/Pick up, Class-2 People Transport,	
15	Class-	Class-3 Buses and Semi-Trucks drivers;	
16	18.	Employment Medical Evaluations including alcohol and drug testing;	
17	19.	Performance Standards/Evaluations;	
18	20.	Non-Compete Employment;	
19	21.	Desk Audit. IE: for Job Reclassification;	
20	22.	Employee Privacy Rights in the workplace;	
21	23.	Investigating Misconduct;	
22	24.	Corrective action improvement plan;	
23	25.	Discipline;	
24	26.	Employees with contracts.	
25	27.	Wage and Salary Plan and Benefits including but not limited to:	
26	28.	Benefits Assistance (all fringe related items);	
27	29.	Tuition Reimbursements;	
28	30.	Supplemental Pay IE: PTO, Holiday, Traditional Time Off, Bereavement, Office	
29		Closures, Military Leave, Educational Leave, Fitness Leave and Professional	
30		Development Leave, Jury duty Leave, Family and Medical Leave, Maternity/Paternity	
31	Leave		
32	31.	Retention and Mentoring of Tribal Citizens;	
33	32.	Loss of License/Certification or Qualifications;	

Grievances guideline, including the prohibition of hiring to fill a position that is

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being aggrieved or adjudicated.

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2 3	34. 35.	Continuing Health Insurance, (COBRA) Unemployment Claims.	
4	36.	Employee Settlement guideline;	
5	37.	Application of Foreign Employment Law.	
6	37.	Termination/Exit Interview;	
7	30.	Termination/Exit interview,	
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9	SECTION V	VIII. QUARTERLY REPORTS	
10	SECTION	III. QUARTERET REFORTS	
11	The I	Department shall provide a written quarterly report to the Executive that shall	
12	contain the number of employees, employee turn-over rate, number of Tribal Citizens, number of		
13	other Natives and non-Natives employed; number of Tribal Citizens, Other Natives and non-		
14	Natives employed in management and any other relevant information. The report shall be		
15	forwarded to Tribal Council in an Executive Oversight Monthly Report.		
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18	SECTION I	X. SEVERABILITY	
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20	If any	y section, subsection, paragraph, sentence, phrase or portion of this Statute is, for	
21	_	neld invalid or unconstitutional by any court of competent jurisdiction, such portion	
22	shall be deemed a separate, distinct and independent provision and such holding shall not affect		
23	the validity of the remaining portions thereof.		
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26	SECTION X	K. EFFECTIVE DATE	
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28	Effec	tive upon signature of the Executive or 30 days from Tribal Council approval	
29	whichever co	omes first or if the Executive vetoes the legislation, then upon Tribal Council	
30	override of th	ne veto.	
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33		CERTIFICATION	